

# CONFERENCE PLANNER TIMETABLE

## 120 Days in Advance

- Review reduction of room block (if applicable).

## 90 Days in Advance

- Review reduction of room block (if applicable).
- Tour Information - Schedule any off-property attractions.
- Entertainment - Arrange any special events and entertainment.

## 60 Days in Advance

- Final Rooming list - Designate VIP's, special room combinations, and special billing requirements.
- Begin weekly rooming list updates with Group Reservations Coordinator
- Transportation Requirements - Arrange any individual or group transportation; arrival, departure and functions.
- Reservations - Private functions and dining reservations for on and off property.
- Meeting Supplies.
- Special Conference Technology Requirements - Make sure that any scheduled speakers are contacted to arrange special audio-visual needs.
- Recreation - Golf, Tennis, or special planned activities.

## 45 Days in Advance

- Exercise 15% reduction of room block (if applicable)
- Final Program and Meeting Times – Discuss program day by day and confirm meeting times
- Finalize Events and Transportation - Special entertainment plans and off-property requirements including transportation, reservations and tour. - Discuss special décor options
- Create Menu - Discuss questions on banquet menu and wine list.

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## 30 Days in Advance

- Final Program and Booking Recap Review – Discuss booking recap, room block, billing forms and special instructions
- Confirm/Review Meeting Space Setup - Discuss the layout and create diagrams of room setup.
- Confirm Audiovisual Needs - Confirm audio-visual equipment and services with Conference Technology team.
- Confirm Special Sets - Speaker tables, risers, podiums, etc.
- Finalize Catering - Confirm special event menu and wine choices.
- Finalize Decor - Flower centerpieces, balloons, etc.
- Organize After Dinner Plans - Have after dinner suggestions prepared for guests.
- Planned Sports Activities - Review any and all activities including golf tee times, tennis times and number of courts reserved. Sports bar activities and any food and beverage requirements for sports activities.

## 14 Days in Advance

- Finalize and Reconfirm the Agenda, Room Block and Events.
- Sign Off on Banquet Event Orders and Booking Recap

## 3 Days in Advance

- Confirm Number of Guests/Participants with Resort - All guarantees for recreation, meetings and group meal functions required at this time.

*For more information about Sandestin's event planning schedule, please email [meetings@sandestin.com](mailto:meetings@sandestin.com) or call (800) 622-1038 or 850-267-8160.*